

**BOARD OF SELECTMEN  
TOWN OF EAST WINDSOR  
11 RYE STREET  
EAST WINDSOR, CONNECTICUT**

**MINUTES OF SPECIAL-BUDGET WORKSHOP MEETING**

**Tuesday, February 26, 2013 at 5:30 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards  
Members Absent: Denise Menard  
Others: Kathleen Pippin, Catherine Cabral, Melissa Maltese, Daniel Burnham, Craig Arnold, Gilbert Hayes and John Burnham  
Press: None

**I. Call to Order**

Deputy First Selectman, Alan Baker called the Special-Budget Workshop Meeting to Order at 5:35 p.m., in the East Windsor Town Hall.

**II. Attendance**

Alan Baker, Deputy First Selectman  
Dale Nelson, Selectwoman  
Richard P. Pippin, Jr., Selectman  
James C. Richards, Selectman

**III. Budget Presentations**

- **Parks and Recreation (6315)**

Ms. Melissa Maltese, Director of Parks and Recreation, addressed the Board. She thanked the Board for inviting her to present her proposed budget. She believes it is a fair budget. The contractual obligations were absorbed within her budget and she is again requesting a zero increase budget. It was asked if there was a listing of revenues and it was indicated that the revenues are listed under Tab No. 1 within the budget packet. Ms. Maltese indicated that the two pavilions are booked every weekend in July and August. The park facilities are open to nonresidents during the weekdays; however, during the weekends the park is very busy with residents. It was questioned why the part-time salary line was removed. Ms. Maltese indicated that was put into a different line in order to give administrators a better idea of spending for Shared Services, for example, grass maintenance.

Ms. Maltese was questioned if she is interacting with the seniors at the Senior Center. She indicated she teaches a Wii Zumba Class on Wednesdays, a craft class once a month and assists in arranging trips.

A brief discussion was held.

- **Cemeteries (8415)**

Mr. Daniel Burnham and Mr. Craig Arnold addressed the Board. Mr. Arnold commented that the Cemetery Association had a good year. Work has been planned to take place at Scantic Cemetery but has been delayed due to various commissions' rules and regulations. He discussed his proposed budget and indicated the Cemetery Association will be requesting the same amount as last year at \$14,998. He began discussing the audit situation and the according to the laws of the Town of East Windsor, if an organization requests funding over \$15,000, it will have to supply the Town with an audit. He began discussing that for years he used an accountant who worked for the Travelers however, he was not a CPA. He is now using a CPA from a firm in Windsor Locks who has done an independent Account's Review of the financial statements of the East Windsor Cemetery Association. This document was given to the Chairman of the Board of Finance for his review back in September and a copy was given to the First Selectman's Office. The cost of the review is quite less than the cost of a full audit. The review is approximately \$1,500 and the audit is \$5,000. A copy of the review was given to all Board Members.

A discussion was held regarding an audit and if those rules could be relaxed or if it is Charter driven. It was mentioned that the audit can be waived and it states same in the Charter. Mr. Pippin began looking through the Charter and the conversation continued discussing the possibility of Charter Revision. Mr. Pippin located the section of the Charter, Section 8-9 (B) and read from same wherein it is indicated the Board of Selectmen has authority to establish rules for the exemption of the organizations audit requirement based upon financial capacity of the recipient organization to conduct an audit. The conversation then turned in regards to what the needs of the cemeteries are, the status of the Springdale Cemetery project, and the costs of maintaining the Town's cemeteries.

Mr. Burnham gave to all of the Board Members a sheet entitled "East Windsor Cemetery Association, Est. 1916". The describes the function of the Cemetery Association, which include attending town meetings as needed relating to cemetery issues; management of burials; seasonal care of town cemeteries; and financial management. Mr. Burnham described the plan for future expansion of Scantic Cemetery. There is an upcoming project of gully widening and a land trade for a wider entrance road, the Association is awaiting approval from the Board of Selectmen to move ahead on the project.

**VIII. Adjournment**

The meeting was adjourned at 6:14 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary